

## Fax Coversheet for Self-Determination Clients

To: GT Financial Services Connie Outlaw Sturgis, MI 49091 Phone: (877) 659-4500 Fax: (877) 203-4139	From:  Phone:	Alternate Contact:  Phone:
--	---------------------	----------------------------------

Today's Date: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

Number of Pages including cover sheet: \_\_\_\_\_ Total Hours reported: \_\_\_\_\_

**Employers and Employees: Before you send this fax, please double check your time sheets. Make sure that you can check off each question below.**

### Checklist:

- \_\_\_\_\_ Have you filled in the period dates at the top?
- \_\_\_\_\_ Have you included all of the time you worked for this payroll period?
- \_\_\_\_\_ Does your time in and time out equal the hours reported for each day?
- \_\_\_\_\_ Did you include the Service Code for each day worked?
- \_\_\_\_\_ Did you total your hours at the bottom for the pay period?
- \_\_\_\_\_ Did your employer sign the time report?
- \_\_\_\_\_ Did you sign the time report?

### Additional Information:

- Payroll is processed twice per month. Please refer to your Payroll Schedule for due dates.
- The pay periods are the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month.
- Paychecks will be released 5 business days after the due date. Please note changes on the payroll schedule due to federal holidays.
- Time sheets must be correctly labeled and signed by both the employee and employer.
- Time sheets that are filled out incorrectly will result in delayed payment of wages.
- Late timesheets will be paid on the following pay period.

Confidentiality: The information contained in this fax coversheet and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, or forwarding of this fax is strictly prohibited.